



The Association of Charter School Education Services
ACES EXECUTIVE COMMITTEE MEETING MINUTES
7/28/2023
PROPOSED AGENDA

1. Introductions of Members and Guests, Call to Order, Determine Quorum

*Bridget Barret determined a quorum and called the meeting to order at 9:33am. Christy Takacs introduced Valery Ratliff-Parker and Corina Chavez as guests of the meeting.

2. Consent Agenda and Minutes

a. Approval of agenda with flexibility *

*Bridget Barrett entertained a motion to approve the agenda with flexibility and the minutes from 4.06.23; called for discussion; no comments or questions; agenda approved.

b. Approval of minutes from 23.04.26 *

*Minutes passed with the approval of the consent agenda

3. Nomination of Ex Officio Members

a. Valery Ratliff-Parker

b. Corina Chavez

*Kimberley Ritterhouse entertained a motion to nominate Valery and Corina as Ex-Officio members of the Executive Committee; Valery would be replacing Lauren of PCSNM; Eric Ahner seconded the motion; Bridget Barrett called for discussion; none; motion passed.

4. Quality Services and Capacity Building

a. Ratify RFP Contracts*

i. 23-04 – Landscaping (Yellowstone)

ii. 23-05 – Software Products/Services (MarkersPro, PowerSchool, schoolAbility)

iii. 23-06 – Janitorial/Sanitization (ServiceMaster, Clearly Clean Janitorial, Quality Maintenance Inc., Precision Janitorial)

*Christy Takacs discussed the eight contracts to be ratified as listed above; Bridget Barrett entertained a motion to ratify RFP 23-04, 23-05, and 23-06; Stephanie Becker made a motion to approve; Jesus Moncada seconded the motion; called for discussion; none; motion passed.

b. Upcoming RFP's – Tutoring Services, Landscape for Taos Area, Furniture, Playground Equipment, Surfacing (track, safety, playground)

*Christy Takacs indicated that the upcoming RFPs were in the evaluation process; she indicated that there was a need for more landscaping services especially in the Taos area; we have Yellowstone but that's not enough coverage; ACES will be putting out an RFP request for more companies next week.

5. Marketing ACES Services

a. Report on Marketing and Membership

i. Explore Academy Rio Rancho - JPA

ii. Taos County – Participating Entity

iii. NACA meeting

*Christy discussed the new member and participating entity to ACES; she will continue to work with NACA to add them to the JPA membership; Jesus asked how many schools were needed to be 100%; Christy said four schools and ACES would have 100% participation

6. Building Financial Capacity

a. Discussion and approval of Finance Committee report to include Takacs Reimbursement*

*Mark Tolley shared the Finance Committee Meeting Minutes from 07.19.23; he noted that there was nothing unusual to report from the 4th quarter; Christy shared the final P&L report for the year noting that for the first time ACES ended in the black projecting a \$26,000 profit but realizing a \$118,000 profit less Katherine and Christy's bonus; as was noted in the Finance Report. Christy shared some notables in both loss and profit, specifically Landscaping, Business Services and School Security being over the projected budget; all in all ACES did over \$10,000,000 in revenue. She discussed that C&R was taking over Maintenance Services and shared administrative costs and salaries. Christy called for questions or comments; Mark Tolley remarked that he remembered a year and a half ago that it was recommended ACES closed its doors; Jesus Moncada and Mark acknowledged the good work that Christy and the team had accomplished this year. Christy shared her Per Diem report with the committee noting that she will continue to travel for Regional Meetings and will have opportunities to be involved in helping with the vendor area at the PCSNM Annual conference to promote our preferred vendors; called for questions; none asked; Bridget Barrett entertained a motion to approve the Finance Committee's report and Christy's Per Diem; Jesus Moncada made a motion to approve; Stephanie Becker seconded the motion; motion to approve passed.

b. Review and discussion of SY 2023-24 Proposed Budget

*Christy shared the upcoming budget for SY 23-24. She made note of changes to include Food Services, specifically that Kids Kitchen in Santa Fe was closing, and that APS would no longer be supporting food services for charter schools. This has resulted in 11 additional schools utilizing a Food Service contract with ACES. Christy pointed out that Shamrock Foods and Genuine Foods will direct bill for Services and pay ACES quarterly. She also discussed Herrera Transportation and the difficulty it's been to get them to fulfill their contract obligations; they have finally begun paying their quarterly fees but intend to terminate their contract with ACES for next year. Jesus Moncada indicated that he had a relationship with Herrera and would be willing to communicate with them regarding contract renewal; some members would stay after the meeting and to discuss transportation and how to change regulations for charter schools. She noted that Employment Services shows an increase in budget due to switching to PowerSchool; and that Substitute Services was still doing well despite not being able to add a program in Santa Fe. Christy shared the anticipated bottom line indicating that it's a very conservative budget of \$90,230.00 profit.

7. Organizational Structure

a. Executive Director's Report

* Christy discussed that we were in the informational stage of the audit for the year and that Katherine was working hard to have everything prepared and organized for this year's audit.

8. Determine Date and Time for Next Meeting

- a. Executive Committee – October 25, 2023 @ 9:30
- b. Finance Committee Meeting – October 18, 2023 @ 9:30

ADJOURN: Bridget Barrett entertained a motion to adjourn; Eric Ahner made a motion to adjourn; Stephanie seconded; motion passed; meeting adjourned

Executive Committee Members

Bridget Barrett, President Kimberly Ritterhouse, Vice President Mark Tolley, Treasurer
 Jon Orris, Secretary Eric Ahner, Member Noel Nunez, Member
 Jesus Moncada, Member Stephanie Becker, Member Lauren Hunter, Ex Officio

Attendees

Christy Takacs, Executive Director Katherine Moore, Director of Finance
 Sharon Myers, Admin. Asst. Valery Ratliff-Parker Corina Chavez

Approved

Bridget Barrett, President

Jon Orris, Secretary

*Denotes Action Items